

DUTY STATEMENT

Class Title: Associate Governmental Program Analyst	Position Number: 804-491-5393-729
Unit: Care Services Program	
Section: CARE Section	
Branch: HIV Care Branch	
Division: Office of AIDS	

This position requires the incumbent maintain consistent and regular attendance; communicate effectively (orally and in writing if both appropriate) in dealing with the public and/or other employees; develop and maintain knowledge and skill related to specific tasks, methodologies, materials, tools and equipment; complete assignments in a timely and efficient manner; and, adhere to departmental policies and procedures regarding attendance, leave, and conduct.

Job Summary: The Associate Governmental Program Analyst (AGPA) is responsible for journey level fiscal oversight of the nearly \$12,000,000 federally funded Care Services Program, which involves overseeing and analyzing expenditure patterns and tracking expenditures of federal Care Services Program funding; acting as the primary liaison with departmental, state, and federal audit staff; performing statewide, on-site fiscal monitoring of contractors to determine compliance with regulatory and programmatic requirements and effectiveness of operations; independently providing a high degree of technical guidance to officials in county health departments, community based organizations, and state staff on fiscal and programmatic policies; and tracking and reporting contractor expenditure patterns at regular intervals to the Care Services Advisors and the Care Services Section Chief. The AGPA should possess a strong working knowledge of Microsoft Access, Excel, Word, and Outlook.

Supervision Received: General direction from the Staff Services Manager I, Chief of the CARE Section.

Supervision Exercised: None.

Description of Duties: The AGPA is responsible for all duties related to the fiscal integrity of the Care Services Program, to include analysis and projections of expenditures, fiscal oversight of contracts, administrative and local assistance budget development, standard agreement development and oversight, development of federal and state reports, processing/tracking invoices totaling nearly \$12,000,000.00 million annually, and may act in a lead capacity in the absence of the Section Chief.

Percent of Time	Essential Functions
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40%	Contract/fiscal oversight: as the sole fiscal advisor for the CARE Services Program, the incumbent is assigned to perform journey level work in overseeing fiscal compliance of approximately 40 program contractors and nearly 160 subcontracting agencies statewide, which includes fiscal management and oversight of all contracts to ensure compliance with state and federal programs and contractual requirements; serving as primary fiscal contact among the Health Resources and Services Administration (HRSA), local contractors, program staff, and departmental administrative staff regarding all fiscal and federal data reporting issues; development, maintenance, and upgrading of the program database, contractor spreadsheets, and account records to ensure compliance with HRSA reporting requirements; primary program contact regarding development and implementation of the ARIES data reporting program pilot; providing written and verbal technical updates and analyses to the Chief of the CARE Section regarding monthly and annual expenditure patterns and compliance status; and providing input and expertise
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to the Chief of the CARE Section in the development of state local assistance and support budget documents.

- 35% Monitoring and technical assistance: provides journey level fiscal expertise and input in carrying out in-depth monitoring and evaluations of Care Services Program contractors and subcontractors. Responsibilities include on-site monitoring and analysis of program and fiscal documentation to determine compliance with written program policies and procedures, federal legislation, performance standards, and operating guidelines; responsible for monitoring fiscal performance of all contracts and subcontracts in 58 counties; and travels to all counties to perform monitoring and site visits, meet with local staff and officials, and provide evaluative analysis of the fiscal operations of the Care Services Program administered by each contractor. As a result of the monitoring process, the incumbent is responsible for the provision of technical assistance to administrative staff and officials of county health departments and community based organizations to ensure compliance with fiscal, federal, and state mandates and requirements.
- 10% Audit liaison: primary fiscal contact for the Bureau of State Audits, Audits and Investigations, and the Office of the Inspector General and addresses highly sensitive fiscal audit issues; lead analyst for branch workgroups assigned to develop policies and procedures for a branch response to audit findings and for ensuring program compliance with OMB A-133 audit requirements; is assigned as the primary program contact regarding OMB A-133 and other program audit issues; develops/maintains a tracking and response process to gain and maintain compliance with A-133 audit requirements, which includes the development of technical correspondence, technical assistance regarding audit requirements, and verification of compliance with A-133 audit requirements; is responsible for the development of technical training documents; and is responsible for the provision of training and assistance to program staff and program contractors regarding A-133 requirements.
- 10% Fiscal Reporting: compiles data and prepares federally-mandated reports, budgets, and other documents, to include program reports and data updates, policy memos, program manuals, special reports, federal and state grant applications, and miscellaneous other documents required by HRSA; acts as program liaison with the HIV Care Branch and representatives from HRSA regarding federally mandated branch reports; responsible for the compilation and preparation of written, technical correspondence with local county health departments and community based organizations regarding federal and state fiscal requirements; works closely with local health department and community based organization staff in the preparation of such reports; and provides ongoing development and upgrading of the program's database, to include fiscal and program data, federal and state submittals, A-133 audit reports, and directories.

Percent of Time Marginal Functions

- 5% Performs other job related duties as required.

Travel time required.

Employee's signature	Date	Supervisor' signature	Date
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